

When the Office of Environmental Management (OEM) is reviewing an environmental form, a minor edit is sometimes needed. These edits may be done by a project team member in SWEPT after it has been approved by the District, but not yet approved by the OEM Director. Rather than re-routing the form through the approval process, the editor may document the change and notify previous approvers about the change.

This quick guide describes how to process these minor edits in SWEPT. The process applies to Type 2 Categorical Exclusion Determination Forms and Re-Evaluation Forms.

## Examples of Minor Edits

- Making an editorial correction
- Uploading additional supplemental documents
- Adding clarification that does not change a recommended decision

## Who can edit forms after they have been approved by the District?

Any member of the District project team may edit the forms. The District Environmental Manager may also edit any project in their District. The names of the team members can be found at the top of the project page near the project map.



### District Project Team

Blansett, Ricardo N. [Email](#) 123-456-7890 - Editor  
 Soto, Gary [Email](#) 8503333333 - Editor  
 Parker, Peter [Email](#) (123) 456-7890 - Project Manager

### OEM Reviewers



## Tip! Introducing the SWEPT Project Page

### My Projects

Managing District: All  
 FM Number: 435084-1-58-01

To open a **SWEPT Project Page**, click on the green link highlighting a project's Financial Management Number (FM#) from the SWEPT Home page or other pages throughout the web site.

On SWEPT, each project has its own page where you can find information about the project such as the project team members, a location map, the project schedule, project files, and the environmental document approval history.

## How can I open a form for minor editing?

1. Start editing a form from either the main menu or from the project page as described below.

### From SWEPT Main Menu:

- Project Input / Setup
  - Overview
  - Scope of Services
  - Basic Project Setup
  - Type 1 Categorical Exclusion Checklist
  - Type 2 Categorical Exclusion Determination Form**
  - Re-evaluation Form
  - Non-Major State Action Checklist

1. Under **Project Input/Setup**, click on the type of form that needs to be edited
2. Enter the **FM Number** of the project
3. Click **Load**

### From Project Page:

Project Documents

Topic/Document	Upload
PD&E Provisions for Work	Upload
Planning	Upload
Environmental Review Process	Upload
Environmental Analysis	Upload
PD&E Engineering	Upload
Public Involvement	Upload
Re-evaluations	Upload
Re-evaluation Form	Upload
Re-evaluation v2 (District Approved)	<b>Edit</b>

1. Go to the **Project Page**
2. Scroll to the **Project Documents** section
3. Look for the form you need to edit
4. Click **Edit** next to the form name.

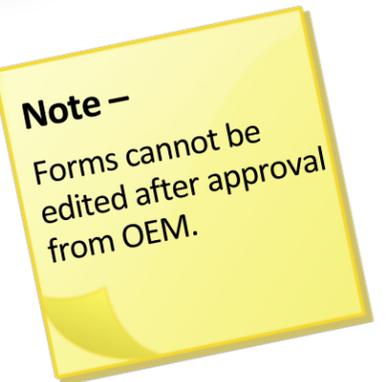
2. When the form opens, a message appears at the top explaining that it has been approved by the District. Add a comment describing the edits, and click **Reopen** to begin editing.

**Reopen for Editing**

This document has been approved by District management. If you need to make changes, you can use the **Reopen** button to re-open this document and allow editing. When edits are complete you will have the option to re-submit it for District approval or save minor edits.

Comments

**Reopen**



## How are approvers and OEM informed about edits?

- After editing the form, select the appropriate option at the bottom of the form:
  - **Minor Edits Complete**
  - **Send for District Re-approval** (for more substantial edits)
  - **Save Draft**
- Next, describe the edits in the text box. Comments provided when re-opening the form will be copied into the text box, but you may edit them if needed.
- Click **Save**. For minor edits, an email will be sent to the OEM Project Delivery Coordinator and District approvers informing them that the edits are complete. The email includes the description of the edits.

**Save Edits after District Approval**

Select an option for how to handle these edits

Save Draft Select this option to keep the document open for editing

Minor Edits Complete Save and notify OEM and District approvers that minor edits are complete; re-approval of the document will not be required

Send for District Re-approval Save and submit for District Re-approval

**Describe Edits**

**Save**